

Maricopa County Policies and Procedures	Subject: Private Vehicle Insurance Requirements	Number: A2202 Issue Date: 04/96
Approved: David R. Smith	Initiating Department: Enterprise Economics	

A. Purpose

To provide guidelines for insurance requirements when using privately owned vehicles for County business.

B. Policy

Privately owned motor vehicles used on County business must have vehicle insurance coverage as established by ARS §28-1170 in the following minimum amounts:

\$15,000 Personal Liability each person
\$30,000 Personal Liability each accident
\$10,000 Property Damage

Employees are responsible for maintaining the required insurance.

Only those privately owned vehicles registered and licensed by the State of Arizona may be used by employees for County business. The State of Arizona requires proof of insurance when a vehicle is registered with the State.

If an employee is involved in a motor vehicle accident while using their personal vehicle on County business and a liability loss arises, the employee's liability insurance policy will carry primary loss liability up to the limits of the policy. Any remaining liability will be the responsibility of the County's self-insurance program. These provisions are in accordance with ARS §28-1170.

C. Authority and Responsibility

Prior to approving "Requests for Authorization to Use Private Automobile for County Business," Department Directors, Elected Officials and Associate County Administrators must ensure that the employee making the request has a current and valid Arizona Driver's License.

D. Procedures

1. Employees electing to use privately owned vehicles for County business must submit a completed "Request for Authorization to Use Private Automobile for County Business" form.
2. The approved form will be maintained on file by the individual Departments and will constitute the authority for reimbursement of mileage claims.
3. Authorization must be renewed when the employee's driver's license is renewed or changed, a new insurance carrier is obtained, or a new vehicle is obtained.